### **MINUTES**

### INDIANA RESPIRATORY CARE COMMITTEE

### **JULY 17, 2009**

# I. CALL TO ORDER AND ESTABLISHMENT OF QUORUM

Mr. Konkle called the meeting to order at 10:00 a.m. in Conference Center Room 5 of the Indiana Government Center South, 302 West Washington Street, Indianapolis, Indiana.

### **Committee Members Present:**

Thomas Konkle, R.C.P., Chairman Sally Park-Teelon, R.C.P., Member Gary L. Smith, R.C.P., Member

# **Committee Members Absent:**

Margaret Sullivan, Consumer Member

### **State Officials Present:**

Cindy Vaught, Board Director, Professional Licensing Agency Heather Hollcraft, Case Manager, Professional Licensing Agency Elizabeth Brown, Deputy Attorney General, Office of the Attorney General

### II. ADOPTION OF THE AGENDA

A motion was made and seconded to adopt the agenda, as amended.

PARK-TEELON/SMITH Motion carried 3-0-0

### III. ADOPTION OF THE MINUTES

Adoption of the minutes from the April 17, 2009 meeting has been postponed until October 16, 2009.

### IV. APPEARANCES

### A. APPLICATION

### 1. Eric R. Bickel

Mr. Bickel failed to appear before the Committee, as requested, regarding his application for licensure by exam. He did not make any contact prior to the meeting to reset his appearance.

**Committee Action:** A motion was made and seconded to reschedule Mr. Bickel for the October 16, 2009 meeting.

KONKLE/SMITH Motion carried 3-0-0

#### 2. Kristen Elizabeth Bilbo

Ms. Bilbo appeared before the Committee, as requested, regarding her application for licensure by examination. Ms. Bilbo is a 2009 graduate of Indiana University and passed the NBRC on May 21, 2009. On her application she answered "yes" to question #5B asking, "Have you ever been convicted of, pled guilty or nolo contendre to any offense, misdemeanor or felony in any state?" Ms. Bilbo stated that in February 2008 she was charged with a DUI with a BAC of .14. She received and completed one (1) year of probation and attended a twenty (20) hour PRIME alcohol class. Ms. Bilbo indicated to the Committee that she is not a "heavy" drinker but will occasionally have a drink with dinner. She is currently employed at I.U. Hospital.

**Committee Action:** A motion was made and seconded to grant Ms. Bilbo a respiratory care license.

KONKLE/SMITH Motion carried 2-1-0 Park-Teelon opposed

### 3. Joy Beth Bowles

Ms. Bowles appeared before the Committee, as requested, regarding her application for licensure by endorsement. Ms. Bowles is a 2002 graduate o the Madisonville Community College and passed the NBRC on June 28, 2005. She is currently licensed in the State of Kentucky. On her application she answered "yes" to question #2 asking, "Has disciplinary action ever been taken regarding any license, certificate, registration or permit you hold or have held?" Ms. Bowles explained that her Kentucky license had lapsed and she was under the impression that there was a grace period in which one could renew without penalty if the license expired. She did not know that the grace period that was allowed in the past no longer existed. Ms. Bowles had to pay a \$750.00 fine to the state, sign an agreement and missed ninety-five (95) hours of work due to this. She stated that Kentucky does not consider this as disciplinary action against a license.

However she felt she needed to disclose this information to the State of Indiana.

**Committee Action:** A motion was made and seconded to grant Ms. Bowles a respiratory care license.

KONKLE/PARK-TEELON Motion carried 3-0-0

# 4. Ginger Renae Clouse

Ms. Clouse appeared before the Committee, as requested, regarding her application for licensure by examination. Ms. Clouse is a 2009 graduate of IVY Tech and has passed the NBRC on June 2, 2009. On her application she answered yes to question #5B asking "Have you ever been convicted of, plead guilty or nolo contender to any offense, misdemeanor or felony in any state?" Ms. Clouse explained that in 1995 she was arrested for a DUI on New Years Eve with a BAC of .12. She spent five (5) days in jail, had to attend alcohol classes and complete community service as court ordered. Carolyn Moore from Ivy Tech Bloomington program testified on behalf of Ms. Clouse and that she was good student and therapist.

**Committee Action:** A motion was made and seconded to grant Ms. Clouse a respiratory care license.

PARK-TEELON/SMITH Motion carried 3-0-0

### 5. Valerie Michele Graper

Ms. Graper failed to appear before the Committee, as requested, regarding her application for licensure by exam. She did not make any contact prior to the meeting to reset his appearance.

**Committee Action:** A motion was made and seconded to reschedule Ms. Graper for the October 16, 2009 meeting.

KONKLE/SMITH Motion carried 3-0-0

### 6. Nicole Marie Hartman

Ms. Hartman appeared before the Committee, as requested, regarding her application for licensure by examination. Ms. Hartman is a 2009 graduate from IVY Tech Community College and passed the NBRC

on May 28, 2009. On her application she answered yes to question #5B asking "Have you ever been convicted of, plead guilty or nolo contendre to any offense, misdemeanor or felony in any state?" She explained that she has had two tickets for minor consumption of alcohol, one in 2003 with a BAC of .01 and one in 2004 with a BAC of .04. Ms. Hartman stated that she was at a party that was raided by police both times. She is currently working at Parkview Hospital.

**Committee Action:** A motion was made and seconded to grant Ms. Hartman a respiratory care license.

SMITH/PARK-TEELON Motion carried 3-0-0

### 7. Jennifer Christine Henkle

Ms. Henkle appeared before the Committee, as requested, regarding her application for licensure by examination. Ms. Henkle is a 2009 graduate of the Indiana University and passed the NBRC examination on May 20, 2009. On her application she answered yes to question #5B asking "Have you ever been convicted of, plead guilty or nolo contendre to any offense, misdemeanor or felony in any state?" She explained that in December of 2004 she was at a party that was raided. She, along with several others, was ticketed for minor consumption with a BAC .08. Ms. Henkle was ordered by the court to pay fines and attend a drug and alcohol class. She is currently working at Methodist Hospital.

**Committee Action:** A motion was made and seconded to grant Ms. Henkle a respiratory care license.

KONKLE/SMITH Motion carried 3-0-0

#### 8. Julie Erin Markiton

Ms. Markiton appeared before the Committee, as requested, regarding her application for licensure by examination. Ms. Markiton is a 2009 graduate of IVY Tech Community College and passed the NBRC on June 2, 2009. On her application she answered yes to question #5B asking "Have you ever been convicted of, plead guilty or nolo contendre to any offense, misdemeanor or felony in any state?" She explained that in 1990 she was pulled over by police and given a ticket for transferring alcohol as a minor. Ms. Markiton paid all fines, served six (6) months probation and attended an alcohol evaluation in Noble

County. She assured the Committee that even though she may drink on occasion, she never drinks and drives.

**Committee Action:** A motion was made and seconded to grant Ms. Markiton a respiratory care license.

KONKLE/PARK-TEELON Motion carried 3-0-0

#### 9. Richard Gabriel McKanna

Mr. McKanna failed to appear before the Committee, as requested, regarding his application for licensure by examination. He did not make any contact prior to the meeting to reset his appearance.

**Committee Action:** A motion was made and seconded to reschedule Mr. McKanna for the October 16, 2009 meeting.

KONKLE/SMITH Motion carried 3-0-0

# 10. Rachel Marie Murphy

Ms. Murphy appeared before the Committee, as requested, regarding her application for licensure by examination. Ms. Murphy is a 2009 graduate of Indiana University and passed the NBRC on May 19, 2009. On her application she answered yes to question #5B asking "Have you ever been convicted of, plead guilty or nolo contendre to any offense, misdemeanor or felony in any state?" She explained that in 2005, during college, she obtained a fake identification card. She went to purchase alcohol and the cashier called security regarding the I.D. card. She immediately admitted that it was a fake. Ms. Murphy was charged with minor possession of alcohol. This charge was deferred from her record upon completion of an alcohol class and paying a \$500.00 fine to the courts. She is currently working at Indiana University Hospital.

**Committee Action**: A motion was made and seconded to grant Ms. Murphy a respiratory care license.

KONKLE/SMITH Motion carried 3-0-0

### 11. Phillip A. Nicely

Mr. Nicely appeared before the Committee, as requested, regarding his application for licensure by examination. Mr. Nicely is a 2009 graduate of Indiana University and passed the NBRC on May 10, 2009. On his application he answered yes to question #5B asking "Have you ever been convicted of, plead guilty or nolo contendre to any offense, misdemeanor or felony in any state?" He explained that in 2003 he left a friends house after having 2 or 3 beers and went to a bar. He made a comment to another person in line and was punched by said person. He immediately reacted by fighting with this person. The girlfriend called the police and Mr. Nicely indicated to the police that he wanted to press charges against the other person. The police arrested and charged Mr. Nicely with public intoxication, which upon his court appearance was dropped. Mr. Nicely went to court, paid a \$250.00 fine and pled guilty to a misdemeanor. He states that he has had no other problems since. Mr. Nicely is currently employed by St. Francis Hospital.

**Committee Action:** A motion was made and seconded to grant Mr. Nicely a respiratory care license.

PARK-TEELON/SMITH Motion carried 3-0-0

### 12. Maria T. Olivella

Ms. Olivella appeared before the Committee, as requested, regarding her application for licensure by examination. Ms. Olivella is a 2009 graduate of IVY Tech and passed the NBRC on June 4, 2009. On her application she answered yes to question #5B asking "Have you ever been convicted of, plead guilty or nolo contendre to any offense, misdemeanor or felony in any state?" She explained that in 1999 when she was 17, she as driving a vehicle in which her brother was a passenger. She was pulled over for having improper plates. The vehicle was her boyfriends and he had just purchased the vehicle that day. She decided to drive it even though it did not have plates. When the officer asked who her brother was, it was discovered that he was an escapee from an Arizona juvenile detention center. The police took her brother into custody and charged Ms. Olivella with interference with law enforcement and hindering apprehension of a suspect. She was ordered to pay a \$1,000.00 fine. When she could not pay the fine she was charged with failure to pay a fine and a warrant for her arrest was issued. She soon afterwards paid the \$1,500.00. She also explained that in 1999 she was in an abusive relationship where damage was done to a rental property she was living in. She paid a \$250.00 fine for property damage. Ms. Olivella told the Committee that she has one (1) child and decided to take control of her life. In

2005 she graduated from Apollo College in Phoenix, Arizona with a degree in medical assisting. She went back to school and earned her degree in respiratory care from Ivy Tech Lafayette with a 3.6 GPA. She is currently employed at Riley Hospital for Children.

**Committee Action:** A motion was made and seconded to grant Ms. Olivella a respiratory care license.

SMITH/KONKLE Motion carried 2-1-0 PARK-TEELON opposed

### 13. Michelle Roland

Ms. Roland appeared before the Committee, as requested, regarding her application for licensure by examination. Ms. Roland is a 2009 graduate from IVY Tech Community College and passed the NBRC on June 8, 2009. On her application she answered yes to question #5B asking "Have you ever been convicted of, plead guilty or nolo contendre to any offense, misdemeanor or felony in any state?" She explained that in 1992, when she was 21, she found her husband with someone else. Ms. Roland started a fight with the girl. The girl pressed charges against Ms. Roland. She was ordered to serve one (1) year probation and pay court cost and fines. A couple of years later, she saw the same girl. After a dispute with her once again, Ms. Roland "keyed" the girl's car. She was charged this time with misdemeanor battery for starting another fight with her and criminal mischief for keying her car. She was ordered to one (1) year of counseling. Ms. Roland now has three (3) children and is currently in a ten (10) year marriage with someone else. She graduated from Ivy Tech with a 3.75 GPA and currently works at Clarian Hospital.

**Committee Action:** A motion was made and seconded to grant Ms. Roland a respiratory care license.

PARK-TEELON/SMITH Motion carried 3-0-0

# 14. Julie M. Smith

Ms. Smith appeared before the Committee, as requested, regarding her application for licensure by examination. Ms. Smith is a 2009 graduate of IVY Tech and passed the NBRC on May 30, 2009. On her application he answered yes to question #5B asking "Have you ever been convicted of, plead guilty or nolo contendre to any offense, misdemeanor or felony in any state?" She explained that in 1985 she was a heavy drinker and smoked marijuana. She also explained that

she was in and out of trouble consistently for a few years. She was ordered to complete one (1) year of probation and pay court cost and fines. She has not been in any trouble since then. She has one (1) child and currently works at Methodist Hospital. She assured the Committee she has not used marijuana since 1985 when she got into trouble for it.

**Committee Action:** A motion was made and seconded to grant Ms. Smith a respiratory license.

PARK-TEELON/SMITH Motion carried 3-0-0

### 15. Suzanne Michelle Smith

Ms. Smith appeared before the Committee, as requested, regarding her application for licensure by examination. Ms. Smith is a 2009 graduate of IVY Tech Community College and passed the NBRC on May 21, 2009. On her application she answered yes to question #5B asking "Have you ever been convicted of, plead guilty or nolo contendre to any offense, misdemeanor or felony in any state?" She explained that in March 2003 she was pulled over and charged with a DUI. She spent two (2) days in jail, had to attend AA meetings two (2) times per week for four (4) months and completed probation. She is a graduate of Ivy Tech Terre Haute and completed both the CRT and RRT within a week of each other. She assured the Committee that she does not currently drink, that she spends all her free time with her child.

**Committee Action:** A motion was made and seconded to grant Ms. Smith a respiratory care license.

SMITH/PARK-TEELON Motion carried 3-0-0

### 16. David Gregory Westenkirchner

Mr. Westenkirchner appeared before the Committee, as requested, regarding his application for licensure by examination. Mr. Westenkirchner is a 2009 graduate of Indiana University and passed the NBRC on May 7, 2009. On his application he answered yes to question #5B asking "Have you ever been convicted of, plead guilty or nolo contendre to any offense, misdemeanor or felony in any state?" He explained that in April 2006 he was arrested by the Carmel Police for a DUI. He was court ordered to complete one (1) year probation, issued a six (6) month conditional driver's license to drive to and from

school and work, and attended PRIME alcohol classes. Mr. Westenkrichner currently works at Riley Hospital for Children. He assured the Committee that he does not drink whenever he goes out.

**Committee Action:** A motion was made and seconded to grant Mr. Westenkirchner a respiratory care license.

PARK-TEELON/SMITH Motion carried 3-0-0

#### 17. Darrell D. Yonts

Mr. Yonts appeared before the Committee, as requested, regarding his application for licensure by examination. Mr. Yonts is a 2009 graduate of IVY Tech and passed the NBRC on May 26, 2009. On his application he answered yes to question #5B asking "Have you ever been convicted of, plead guilty or nolo contendre to any offense, misdemeanor or felony in any state?" He explained that in January 2009 he was pulled over for DUI. He did not incur any license suspension, but was given the choice of being charged with reckless driving or public intoxication. He chose public intoxication and was ordered to attend two (2) alcohol classes. Mr. Yonts indicated to the Committee that he has never been able to be a heavy drinker due to stomach issues. He currently works at Clark Memorial Hospital in Clark County.

**Committee Action:** A motion was made and seconded to grant Mr. Yonts a respiratory care license.

KONKLE/SMITH Motion carried 3-0-0

#### B. PROBATION

# 1. Charlotte Miller, R.C.P., License No. 30007298A

Administrative Cause No. 2009 RCC 0001

Ms. Miller appeared before the Committee regarding her resolution of probation of her license. Her license was put on probation due to her working on an expired license. She was ordered by the Committee to configure a program at Clarian to present to new respiratory care graduates. Ms. Miller came up with a program that shows all aspects of the licensing process and how important it is for the students to know what their responsibilities are with the licensing agency. The Committee felt she did a thorough job in relaying this

information to the new graduates and came up with an excellent presentation.

**Committee Action:** A motion was made and seconded to remove the probation from Ms. Miller's respiratory license.

# KONKLE/PARK-TEELON Motion carried 3-0-0

#### C. RENEWAL

There was no renewal appearances scheduled.

### D. SUPERVISOR

There was no supervisor appearances scheduled.

### V. ADMINISTRATIVE HEARINGS

### A. State of Indiana vs. David Lee Abolt, R.C.P., License No. 30002536A

Administrative Cause No. 2005 RCC 0049

Re: Petition to Withdraw Probation

### **Parties and Counsel Present:**

Respondent was present and was represented by Thomas Logan, Counsel Heather Kennedy, Deputy Attorney General for the State of Indiana Felicia Warren, Court Reporter

# **Participating Committee Members:**

Mr. Konkle (Hearing Officer)

Ms. Park-Teelon

Mr. Smith

Case Summary: On or around October 14, 2005, Respondent was arrested in Marion County for a warrant issued by Tippecanoe County. Tippecanoe County has charged Respondent with six Counts including Possession of Cocaine, Possession of a Schedule II Controlled Substance, Maintaining a Common Nuisance, Possession of Paraphernalia, Operating a Vehicle While Intoxicated, and Operating a Vehicle with at least .08 grams of alcohol but less than 0.15 grams of alcohol. Respondent paid \$500 cash bond and was released from custody. On March 1, 2007 the Committee issued Respondents license be put on indefinite probation for a period of two (2) years with terms and conditions. The State indicates that the Respondent has complied with all aspects of his probation order. He has kept the Respiratory Care Committee apprised of his home information at all times. He currently works at Sisters of St. Francis and has recently been promoted to Supervisor. He has worked at

Sisters of St. Francis for twenty-two (22) years and plans on staying employed there. Respondent is also employed with Ivy Tech part time and has shared his experience with respiratory care students. He has sent all letters as requested and has failed no drug and alcohol screens. The State asks that the Committee withdraw probation from the Respondent's license.

**Committee Action:** A motion was made and seconded to withdraw probation from Mr. Abolt's respiratory license.

KONKLE/PARK-TEELON Motion carried 3-0-0

# B. State of Indiana vs. Dirk J. Everhart, R.C. P., License No. 30005979A Administrative Cause No. 2009 RCP 0008

Re: Petition for Review of the Denial of Petitioner's Application for Renewal of Respiratory Care License

### **Parties and Counsel Present:**

Respondent was present and was represented by Charles F. Hear, Counsel Felicia Warren, Court Reporter

# **Participating Committee Members:**

Mr. Konkle (Hearing Officer)

Ms. Park-Teelon

Mr. Smith

Case Summary: Respondent appeared with counsel. Respondent was denied renewal of his respiratory license due to a positive response on the renewal application. Respondent was asked to appear before the Committee at the January 23, 2009 in regards to the positive response on his December 5, 2008 renewal application. Respondent became ill and left 25 minutes into the Committee meeting. The Committee denied the renewal due to the Respondent not being present for the meeting. Upon asking him to appear at the April 17, 2009 Committee meeting, he requested a continuance until the July 17, 2009 meeting. Counsel explained that Respondent currently resides in Brazil, IN and is on probation from the Clay Circuit Court due to being convicted of Sexual Battery. The Respondent is accused of sexual abuse by his wife of ten (10) years. He spent eighty-eight (88) days in jail immediately following his arrest. The wife also alleges that her ex-husband raped her and previously molested their children. Counsel presented to the Committee Exhibit "I", 'Motion for Custody Evaluation and for Counseling/Therapy for the Children' filed July 14, 2009. The Committee allowed evidence to be admitted. The Motion requests the court to order psychological testing of both parents to settle the custody dispute in this case and to order the parents to maintain counseling/therapy for the children involved in this case. Counsel then presented to the Committee Exhibit "II", 'Petition for Dissolution of

Marriage' dated April 14, 2008, of which the Committee allowed. The Petition requests dissolution of the marriage between Rachel A. Everhart and Dirk J. Everhart citing an irretrievable breakdown of the marriage between the Petitioner and the Respondent. Petition was filed while the Respondent was in Clay County Jail following his arrest for the sexual abuse charge. Counsel next presented to the Committee Exhibit "III", 'Verified Petition for Dissolution of Marriage and Request for Provisional Orders', filed June 10, 2009 in which the Committee allowed. Counsel states his Petition was filed in Clay County Circuit Court to amend the previous Petition for Dissolution of Marriage by Rachel A. Everhart. He stated that her attorney quit and she is still trying to find representation for the divorce proceedings. Counsel next presented to the Committee Exhibit "IV", 'Decree of Dissolution of Marriage', which was never filed in Court nor signed by a Judge. The Committee also allowed this to be entered into evidence. Counsel then presented to the Committee Exhibit "V", the charges brought forth by the Clay Circuit Court against the Respondent, filed April 2, 2008. The charges are as follows: Count 1, Rape, IC 35-42-4-1(a)(1); Count 2, Criminal Confinement, IC 35-42-3-3(a)(1); Count 3, Strangulation, IC 35-42-2-9(b); and Count 4, Domestic Battery, IC 35-42-2-1.3(a). This document discloses in detail what each count entails. Counsel next submitted Exhibit "VI" to the Committee, in which they admitted into evidence, 'Motion Stating Defendant's Offer of IC 35-37-4-4 Evidence/Request for Hearing', filed September 24, 2008. This and subsequent documents included in this exhibit go into detail the relations between the Respondent and his wife. It also includes orders to not allow any past sexual history of the wife to be included in the case against the respondent. Counsel next submitted Exhibit "VII", Clay Circuit Court Order, dated March 24, 2009, charging Respondent with one (1) Count of Sexual Battery, IC 35-42-4-8(a)(1). Included in Exhibit "VII" is the order, filed March 24, 2009, showing the Respondent entered a pea of guilty to the Amended Information charging him with Sexual Battery, pursuant to the plea agreement filing. Also included in Exhibit "VII" is the order, dated May 1, 2009, outlining Respondent's conditions to the plea agreement. During closing arguments, Counsel offered that Respondent has Christian-based beliefs where two become one and he cannot fight his wife over this, because he would in fact be fighting himself. Counsel also disclosed that Respondent had an alcohol related offense when he was a minor that was deferred from his record and a drinking charge resulting in a DUI while in college twenty (20) years ago. Counsel then told the Committee that Respondent has been offered two (2) jobs after this is all cleared. Counsel reiterated that Respondent is not a violent person and the wife's previous history should show he is not the kind of person she has made him out to be.

**Committee Action:** A motion was made and seconded to renew Mr. Everhart's respiratory care license on probation with terms and conditions mirroring his court ordered probation. Terms to include keeping the Respiratory Care Committee apprised of his address, phone number and

employment history, must comply with all laws and rules, and an order to show cause. Mr. Everahart can seek removal of probation of his respiratory license when his court ordered probation terminates.

KONKLE/SMITH Motion carried 3-0-0

### VI. NOTICE OF PROPOSED DEFAULT/DISMISSAL

There was no notice of proposed default/dismissal before the Committee.

### VII. VOLUNTARY SURRENDER OF LICENSE

There were no voluntary surrenders before the Committee.

#### VIII. SETTLEMENT AGREEMENTS

There were no settlement agreements.

### IX. OLD/NEW BUSINESS

There was no old/new business to discuss.

### X. DISCUSSION

### A. 2008 Continuing Education Audit

Ms. Vaught distributed to the Committee results of the respiratory care practitioner 2008 continuing education audit. Ms. Vaught and the Committee discussed the fact that there were seven licensees in non-compliance with the audit.

### XI. APPLICATION REVIEW

# A. Endorsement

### 1. Tamera L. Friend, R.C.P.

The Committee reviewed Ms. Friend's application by endorsement. Ms. Friend submitted a transcript that does not reflect the date of graduation nor the degree conferred. It was pointed out to the

Committee that she has been allowed to take the CRT/RRT and has been licensed in the State of Illinois since 2006. She will be required to make a personal appearance upon acceptance of the transcripts due to a positive response to question #5B on the application. The Committee requests she obtain a letter from the Dean of school to verify her graduation information.

### B. Examination

There were no examination applications to review.

### C. Credentials

There were no credential applications to review.

# **D.** Temporary Permits

There were no temporary permits to review.

#### E. Student Permits

There were no student permits to review.

### XII. PROBATIONARY REPORT

### 1. Robert Parish, R.C.P., License No. 30003465A

Mr. Parish did not renew his probationary license as required.

**Committee Action:** A motion was made and seconded for order to show cause.

KONKLE/SMITH Motion carried 3-0-0

### 2. Mark Wilcox, R.C.P., License No. 30006822A

Mr. Wilcox did not renew his probationary license as required has not had any probationary reports as outlined in his order.

**Committee Action:** A motion was made and seconded for order to show cause.

KONKLE/SMITH Motion carried 3-0-0

### XIII. CONTINUING EDUCATION

There was no continuing education for review.

### XIV. OTHER ITEMS FOR CONSIDERATION

# 1. Update of Statute and Rules

Ms. Vaught brought to the Committees attention there have been amendments to other practice statutes, however, nothing pertaining to respiratory care.

#### 2. Student Permit Letters

Ms. Vaught let the Committee know that our office is now emailing student permit procedure letters. It has been brought to our attention the schools and hospitals do not feel the word document we are sending is secure enough. Our office is now converting those to a .pdf document, in which the schools and hospitals still feel is not secure enough. They are afraid the documents can be and will be modified either way. The schools asked that the committee scan the letters then email them. Ms. Vaught explained that we are trying to get away from printing the documents all together and for our office to scan the document they would in fact need to be printed.

### 3. School or Program Approval

The Committee has discussed and decided to go with CoARC's suggestion for approval of a school or program.

Date

### XV. ADJOURNMENT

Thomas Konkle, Chairman

| There being no further business, and having completed its duties, the meeting of the Indiana Respiratory Care Committee adjourned at 12:30 p.m. |
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